

TERM 1 SCHEDULE AND CHECKLIST

TASK	Key dates	✓
On receipt of 2015 <i>Handbook for Principals</i> and accompanying letter the principal should carry out the following initial tasks.		
Read the <i>Handbook for Principals</i> which outlines protocols, responsibilities and procedures. <i>Note: principals must formally acknowledge their responsibilities in the NAPLAN process through the <i>Student Registration and Participation</i> website when it opens on 23 February. Please note there are many changes to the National Protocols and Handbook for Principals Part A.</i>		
Secure the accompanying letter as it contains the username, password and help desk number for the <i>Student Registration and Participation</i> website. These will be needed until NAPLAN testing is finalised.		
Appoint a NAPLAN coordinator if this is the process being used in your school. The nominated NAPLAN coordinator: • must occupy a position of suitable responsibility and have a clear understanding of the role of the management of NAPLAN in the school • should not be a classroom teacher of any class sitting the tests, except in special circumstances where the size of the school precludes this.	2 February	
Provide the NAPLAN coordinator with all relevant materials including this checklist.		
February 2 – 20		
Inform all staff of the NAPLAN testing period and discuss preparation and implementation.	9 February	
Advise staff that NAPLAN <i>Writing Marker</i> applications must be completed online on the <i>School Curriculum and Standards Authority</i> website. Go to scaa.wa.edu.au/internet/Years_K10/NAPLAN/Markers to apply. Final date for submission of applications is 13 March .		
Notify parents of test dates and distribute <i>Information for Parents</i> brochure.		
Identify students who require adjustments for disability or exemptions.		
Liaise with parents of students who require adjustments for disability or exemptions.		
Submit applications for alternative test formats: Braille, large print, electronic, black & white masters . Go to scaa.wa.edu.au/internet/Years_K10/NAPLAN/Schools/forms to download forms. Final date for submission of applications is 20 February .	20 February	

TASK	Key dates	✓
February 23 – April 2		
Go to pearsononline.com.au to access the <i>Student Registration and Participation</i> website. A <i>User manual</i> is on the website and the help desk number is 1800 665 627 . Student information has been uploaded by the sector authorities. The registration stage of the website remains open until 6 March . Test books will be printed for all students who are registered on this date and for whom neither an exemption nor a withdrawal form has been processed.	23 February	
Acknowledge by ticking the relevant box on website that Part A and Part B of the handbook have been read by the principal and NAPLAN coordinator as required in section 3.3.2 on page 5 .		
Verify or amend student details on the <i>Student Registration and Participation</i> website. • Check for accuracy and spelling of names, dates of birth, year levels. • Indicate status of each student: participating, left school, exempt, withdrawn, deleted.		
Allocate students into groups or classes that reflect the way students will sit the tests. Test books will be packaged into these groups to assist with distribution of materials. • Each class may be assigned an identifier following its year level e.g. 3.1, 3.2, 5R, 5J, 7 Blue, 7 Gold, 9 Health, 9 Music. These do not need to be sequential. • The class identifiers can be different for each test session or learning area. • If class identifiers are not provided, test materials will be supplied in alphabetical order for each year level. Print <i>Test Participation and Summary Report</i> if desired.		
Submit applications for exemption, withdrawal and adjustments for students with disability before 2 April . Go to pearsononline.com.au for pre-populated forms or www.scsa.wa.edu.au for blank forms.		
The <i>Student Registration and Participation</i> website closes. This data will be used to print test books for all students listed other than those for whom an exemption or withdrawal form has already been processed. No further updates can be made until the website reopens for the participation stage on 28 April .	6 March	
Note that approvals for exemptions, withdrawals and adjustments for disability will be confirmed on the website once forms have been received and processed. See Section 5 page 7 for information about student participation cohorts. • The following circumstances require a signed form/approval from TAA: exemption ; withdrawal; use of a Scribe; use of a computer ; use of other assistive technology. • These circumstances do not require a form/approval from TAA: extra time, rest breaks, use of a Support Person		
Remind teachers that writing marker applications are due.	13 March	
Ensure all applications for exemption, withdrawal and adjustments for students with disability have been submitted.	2 April	

TERM 2 SCHEDULE AND CHECKLIST

TASK	Key dates	✓
April 28 – May 4		
Go to pearsononline.com.au to access <i>Student Registration and Participation</i> website. Make corrections to student details if necessary. Add any new students. Check that approvals for exemptions, withdrawals and adjustments for students with disability have been confirmed. Print the updated <i>Test Participation and Summary Report</i> .	28 April	
Prepare for receipt of NAPLAN test materials from Australia Post or courier from Monday 4 May. Advise all staff that anyone collecting or taking receipt of materials must • sign for them legibly • notify the NAPLAN coordinator and principal immediately. Country and remote schools: plan to collect materials from the nearest <i>Australia Post</i> office or depot as per normal mail routines.		
Organise the secure storage of the test materials.		
May 4 – 11		
Check daily for delivery of materials from Monday 4 May.	4 May	
If materials have not arrived by 7 May report by phoning 1800 665 627 .	7 May	
On receipt of NAPLAN test materials, open boxes. Retain boxes for return of completed test books. DO NOT OPEN TAMPER-EVIDENT PACKS . Check contents against Step 2 “Receipt of NAPLAN materials” and the <i>Test Participation and Summary Report</i> . Materials include: • eParcel labels with unique Australia Post Article ID numbers for return of materials • copies of the <i>Test Administration Handbook</i> for relevant year levels • test books for each day, printed with student details on the front cover • reading magazine for each student • writing stimulus page for each student • extra sets of test materials: these books are not pre-printed with student details • special return envelope for alternative format tests.		
Store the test materials securely.		
Acknowledge receipt of test materials and request additional supplies on the <i>Student Registration and Participation</i> website: pearsononline.com.au by 7 May.	7 May	

TASK	Key dates	✓
Brief all test administrators and support persons emphasising the following points. See pages 19-24. • The <i>Test Administration Handbook</i> must be read carefully and followed exactly. • Incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded. • Test books with missing or disordered pages should be replaced with spare books. • The <i>Test Participation</i> and <i>Summary Report</i> must be accurately completed. • Copying or transcribing partly or wholly completed test books is prohibited. • Students must be allocated their individual pre-printed book; take care with “flip” books. • Rules for adjustments for students with disability must be followed (see pages 11-18). • Visiting or hosted students should be provided with blank (unnamed) test books. (see page 10). Distribute <i>Test Administration Handbook</i> and <i>Test Participation</i> and <i>Summary Report</i> to administrators. Advise test administrators of students who are exempt, withdrawn, visiting or need adjustments for disability.		
Ensure that all Years 7 and 9 students have access to a calculator for the Numeracy - Calculator allowed test.		
Ensure there is enough blank paper, 2B pencils and erasers available.		

TEST WEEK SCHEDULE AND CHECKLIST

TASK	Key dates	✓
May 11 – 15		
Advise teachers to prepare rooms for test conditions, including removal of charts and printed material.	11 May	
Sort and collate test materials for distribution to classes. Return to secure storage until the testing day.	11 May	
Apply for adjustments for students with an injury or temporary disability. Go to scsa.wa.edu.au to download forms.	11 May	
NAPLAN testing period. Administer tests.	12-14 May	
Collect test materials at the completion of each test session. Collect <i>Test Participation and Summary Reports</i> from test administrators.	12-14 May	
Check that student and school information on test books is accurately completed. Make any necessary corrections in 2B pencil. Store test materials securely after each test.	12-14 May	
Administer catch-up tests for individual students.	12-14 May	
Administer final catch-up tests for individual students.	15 May	
Report any test breaches to the <i>Test Administration Authority</i> by telephoning 9442 9460.		
Carry out the instructions below for Braille, electronic tests and typed scripts .	15 May	
Braille Collect all Braille test materials for return with the regular tests. Do not transcribe any Braille tests at the school. Typed scripts Print out responses typed by students for each test. For the Writing test, trim pages to fit inside the writing space in the student's pre-printed test book. Use clear sticky tape to stick the printed script into the test book. Do not use glue, staples or paper clips. Typed scripts for all other tests should be stuck onto the first inside pages of the student's pre-printed book. Put all large print, electronic tests and other alternative formats in the special return envelope. Place on top of regular test materials in one of the return boxes. Use <i>Test Participation and Summary Reports</i> to update the student participation status on <i>Student Registration and Participation</i> website. Adjust records as necessary to indicate the following: • Absent • Left • Exempt • Withdrawn • Adjustments for students with disability. Add new students. Correct any other errors such as misspelt names. Retain the <i>Test Participation and Summary Reports</i> for future reference. Do not return with test books. Note: Do not add visiting or hosted students.		

TASK	Key dates	✓
May 15 – 22		
Count all pre-printed (named) test books including • completed books • partly completed books • unused books • books for exempted, withdrawn and absent students. Store any unused blank (unnamed) test books and stimulus materials securely. Please note there are changes to the National Protocols and Handbook for Principals Part A, with section 4.3.13 now stating that no materials are to be released to parents, carers or the wider community at any time during or after test completion.	15 May	
Enter “Returning test materials” details at Step 9 on the Participation website.		
Pack test books into the boxes. You may not need all the boxes originally received. Ensure all Braille , large print, electronic tests and other alternative formats (and any attached printouts) are included as per instructions.		
Attach one eParcel return label to each box over the top of original school address labels. You may not need all the labels supplied. If eParcel labels are missing see page 38 to request replacement labels.		
Dispatch test materials to NAPLAN Processing Centre by 19 May. Please note it is essential materials are mailed back on time. Retain receipt from Australia Post. • Public schools (metropolitan and Mandurah): use <i>Australia Post</i> • Public schools (country): deposit with local <i>Australia Post</i> office or agency • Catholic schools: deposit with local <i>Australia Post</i> office or agency • Non-government independent schools: deposit with local <i>Australia Post</i> office or agency	19 May	
Return test books for visiting or hosted students: • to the TAA of their home state or territory for interstate students. See page 29. • to the WA TAA for WA students. See page 29.		
Confirm dispatch of materials on the <i>Student Registration and Participation</i> website. • Indicate number of boxes sent and which labels were used.	19 May	
Access the <i>Student Registration and Participation</i> website to sort students into groups for convenient issue of reports. If testing groups are not re-sorted, reports will be supplied in the original test groups. Ensure that the name in which each student report is to be issued is correct. Website closes 22 May.	19 May	
Note that the test security period ends on 22 May. Test materials may now be used within the school only as per HFP 4.3.13.	22 May	

POST-TEST PERIOD SCHEDULE AND CHECKLIST

TASK	Key dates	✓
May – August		
Marking process Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained to mark the specific NAPLAN tasks.		
Analysis of data and preparation of reports takes place.		
August – December		
Delivery to schools of student reports, an information brochure for parents, the <i>Administrators Guide to Reporting</i> and a disk containing scans of students' writing scripts. School data will be available electronically through the relevant sector's reporting system.		
Schools must check all individual student reports and data. PDF versions of student reports will also be made available to schools.		
Schools should distribute the individual student reports to parents or guardians within a week of receipt.		
Schools should make any requests for replacement of missing reports, results checks and re-marking before 16 October. Email naplan@scsa.wa.edu.au clearly outlining the basis for the request.	16 October	
Release of <i>2015 NAPLAN National report</i> .		